

New Delhi, the 30th June, 2017

OFFICE MEMORANDUM

Sub: Monitoring of PMO references – Guidelines reg.,

This undersigned is directed to refer to the process of assimilating the various PMO ID's and D.O. letters received in this Ministry as desired by the Office of the Hon'ble Minister and to say that during the course of its compilation, a requirement for monitoring of PMO references/IDs/PG have been felt required. Accordingly, in order to track the PMO references smoothly and quickly, either individually or in a consolidated form, suitable modifications have been made in the File Management System (e-office) to facilitate tracking of such references.

2 In line with these changes three relevant fields have been incorporated in the Diary Details format in the File Management System (e-office) in consultation with the NIC, to be ensured at the time of diarising such receipts, namely;


- | | | |
|------------------------|---|------------------------------|
| (a) Type | : | PMO reference |
| (b) VIP | : | PMO |
| (c) Main category | : | (i) PMO-Info, or |
| (Under pull down menu) | | (ii) PMO-Action required, or |
| | | (iii) PMO-PG |

3 The category under the pull down menu would entail the following;

- PMO-PG for public grievance received through PMO,
 - PMO-Action required where PMO have asked to take suitable action and have not asked for any specific feedback/inputs/comments;
 - PMO-Info where specific details/ information/ comments have been sought.
- (Illustrated as screen shots as appendix A, B & C).

4 All sections/divisions/zones are hereby requested to ensure strict compliance to this procedure in the case of all PMO references. In respect of Registry section, the Under Secretary(Gen) may ensure compliance. The existing practice of maintaining a separate record for all VIP references/ PMO cases will continue for efficient monitoring and disposal.

5. This shall come into force with immediate effect.



(Anil Sharma)

Under Secretary to the Government of India

To

1. All officers/Sections/Zones of MoRTH
2. NIC with the request to upload the O.M on Ministry's website
3. IAHE/NHAI/IRC/NHIDCL
4. O&M Section for information and records.

OK
Issued
24/7/17

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https://morth.eoffice.gov.in/eFile/frm-upEY-BP5jKocALLZis0um2JN*Du3e4Skp20lh6Z-RVdkp7Kq5Ra7iwann1*09a5h86vDYXhg#no-back-t indian rail.gov.in

eFile e-office system

Receipts

- Browse & Dismiss
 - Physical
 - Electronic
- Inbox
- Email Dismissal
- Created
- Sent
- Closed
 - By Me
 - By Others (Hierarchy)
 - By others (All)
- Acknowledgement
 - Created
 - Sent
- Recycle Bin
- Initiated Action

Files

- Files
- Migrate File
- Dispatch
- Dispatch
- DSC
- Reports
- Settings

Upload(Only PDF upto 20 MB)

Automatic Zoom

physical

Diary Details

Classified	Choose one	Sender Type	Choose one
Delivery Mode	By Hand	Language	English
Mode Number		Letter Ref. No	
Type	PMO reference	File Number	
Received Date	23/05/2017	Letter Date	
VIP	PMO	Diary Date	23/05/2017
VIP Name	Choose one	Dealing Hands	Choose One

Add to Address Book

Contact Details

Ministry	Choose one		
Department	Choose one		
Name		Designation	
Organization			
Address 1			
Address 2			
Country	INDIA	State	Choose one
City		Pincode	
Mobile		Landline	
Fax		Email	

Category & Subject

Main Category	PMO-PG
Sub Category	Choose One

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https://morth.eoffice.gov.in/eFile/?x=VCezMFamK5k9m81nsyLRP--5BvTboeymS0E6iIQdkpKbZAZeZOMzP25cApjRaUenICWPawsmU#no indian.rail.gov.in

Receipts

- Browse & Diarise
- Physical
- Electronic
- Inbox
- Email Diarisation
- Created
- Sent
- Closed
- By Me
- By Others (Hierarchy)
- By others(All)
- Acknowledgement
- Created
- Sent
- Recycle Bin
- Initiated Action
- Files
- Migrate File
- Dispatch
- Dispatch
- DSC
- Reports
- Settings
- Exit Department

Upload(Only PDF upto 20 MB)

Upload File

1 of 1 Automatic Zoom

Physical

Diary Details

Classified	Choose one	Sender Type	Choose one
Delivery Mode	By Hand	Language	English
Mode Number		Letter Ref. No	
Type	PMO reference	File Number	
Received Date	23/06/2017	Letter Date	17
VIP	PMO	Diary Date	23/06/2017
VIP Name	Choose one	Dealing Hands	Choose One

Contact Details Add to Address Book

Ministry	Choose one
Department	Choose one
Name	Designation
Organization	
Address 1	
Address 2	
Country	INDIA
State	Choose one
City	Pincode
Mobile	Landline
Fax	Email

Category & Subject

Main Category	PMO-ACTION REQUIRED
Sub Category	Choose One
Subject	

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https://morth.eoffice.gov.in/eFile/?x=VCezMFamK5k9m81nsyLRP--5ByTboeymS0E6ilQDkpKbZAZezOMzP25cApjRaUenlCWPawmU#no | indian.rail.gov.in

Receipts

Brover & Diarise

Physical

Electronic

Inbox

Email Diarisation

Created

Sent

Closed

By Me

By Others (Hierarchy)

By others(All)

Acknowledgement

Created

Sent

Recycle Bin

Initiated Action

Files

Migrate File

Dispatch

Dispatch

DGC

Reports

Settings

Ext Department

Upload(Only PDF upto 20 MB)

Upload File

1 of 1

Automatic Zoom

Physical

Diary Details

Classified

Choose one

Sender Type

Choose one

Delivery Mode

By Hand

Language

English

Mode Number

Letter Ref. No

Type

PMO reference

File Number

Received Date

23/06/2017

Letter Date

23/06/2017

VIP

PMO

Diary Date

23/06/2017

VIP Name

Choose one

Dealing Hands

Choose One

Contact Details

Add to Address Book

Ministry

Choose one

Department

Choose one

Name

Designation

Organization

Address 1

Address 2

Country

INDIA

State

Choose one

City

Pincode

Mobile

Landline

Fax

Email

Category & Subject

Main Category

PMO-INFO

Sub Category

Choose One

Subject

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